

# Health Project Coordinator – Childhood Wellness

City of Milwaukee Health Department--Family and Community Health Services Division

**PURPOSE:** The Health Project Coordinator-Childhood Wellness (WCC) provides day-to-day coordination of Project LAUNCH, Well-Child Connections activities and acts as the Local Young Child Wellness Coordinator. The purpose of Project LAUNCH, Well-Child Connections is to promote the wellness of children in Milwaukee, birth through age eight years of age by addressing the physical, emotional, social, cognitive, and behavioral aspects of development. The duties of the WCC Coordinator include coordination with the State-level Young Child Wellness Expert for the development and implementation of the Local Child Wellness Council and the Milwaukee Young Child Wellness Strategic Plan. The Coordinator will assure the oversight and provision of evidence-based programming within the target population as well as quality review and evaluation of such programming.

## ESSENTIAL FUNCTIONS:

### Program Management and Administration

- Monitor and prepare Project LAUNCH Well-Child Connections budgets, contracts, program reports, and grant applications.
- Under the direction of the Empowering Families Program Manager and the Nurse-Family Partnership Nursing Supervisor, oversee and collaborate with teams of home visitors and parent educators to provide evidence-based practices in child wellness.
- Provide input into hiring of program staff, using practice standards for home visitors and parent educators. Assess work performance with regard to child wellness practices, provide mentoring, staff development, and on-going training, and promote professional development and accountability in a supportive environment.
- Assure the completion and continual update of a local environmental scan.
- Travel out-of-state twice a year to Project LAUNCH grantee meetings.

### Community Collaboration

- Identify, support and maintain primary partners around healthy pregnancy and birth outcomes.
- Coordinate with the State level Young Child Wellness Expert to oversee the development, implementation, and sustainability of a Milwaukee Young Child Wellness Strategic Plan.
- Convene and facilitate a monthly meeting with the local Child Wellness Council and act in a leadership role in all facets of the local child wellness effort.
- Participate in the State level child wellness effort by participating in quarterly State Child Wellness Council and assuring the linkage of local-level activities. Establish relationships with multiple organizations and guide interagency collaborations with various community-based organizations and child-and-family-service public agencies.
- Mobilize child wellness service systems to work towards standardized and streamlined provision of a young child wellness system of care that is supported by policy and funding mechanisms.

**SUPPLEMENTAL INFORMATION:** This is a grant-funded position.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) Of 1990.*

## MINIMUM REQUIREMENTS:

1. Bachelors Degree in early childhood, health education, public health, nursing, social work or related field. A Masters Degree in Public Health or related field is preferred.
2. At least two years of experience coordinating public or community health programs.
3. Experience must include early childhood development, working knowledge of the mental health needs of high-risk populations and the community resources available to address these needs, community organizing and/or collaboration, health program planning, development, implementation, and evaluation.  
*NOTE: Equivalent combinations of education and experience may be considered.*
4. Valid driver's license and availability of properly insured personal vehicle for use on the job at time of appointment and throughout employment (automobile allowance provided).
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:** Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, managers, other agencies, governmental officials, and the public.

- Ability to maintain confidentiality.
- Ability to provide services in a culturally sensitive manner.
- Ability to prioritize and handle multiple tasks.
- Ability to write routine reports and correspondence.

- Ability to present information, speak effectively and respond to questions from groups of customers, managers, clients, and employees of the organization and the ability to communicate with individuals of diverse backgrounds.
- Knowledge of and the ability to work with Microsoft Word, Access and Excel.

**CURRENT SALARY (SG 004) is:** \$44,194 to \$61,870 annually with excellent benefits.  
*Appointment is normally at the beginning of the salary range.*

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 19, 2010**. Receipt of application materials may be discontinued anytime after this date without prior notice. However, recruitment may continue until the needs of the City are met. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which an appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.